

Committee Records Form



Curtin University

This form is to be used to confirm that a complete set of records for each University committee meeting is being submitted to Records & Information Management (RIM). Please complete and return the form to Records & Information Management (RIM) (bld 100, rm 114) with the complete set of committee records. All papers and the signed minutes for a particular meeting are to be submitted together.

Name of Committee _____

Committee Meeting Number _____

Committee Meeting Date _____

Please tick the following boxes to confirm the records are attached

All Agenda Papers

All Late Papers

All Replacement Papers

All Tabled Papers

Confirmed Signed/Accepted Minutes

The records are printed on archival paper

Name _____

Signature _____

Date _____